

Job Posting:

Director of Finance and Administration

Gloucester Marine Genomics Institute (GMGI) is Gloucester's exciting non-profit science and educational organization, founded in 2013. Our mission is to conduct world-class marine biotechnology research which expands the regional economy. Our strategy includes establishing a marine biotechnology research institute, creating a vibrant science learning environment and training local high school graduates for careers as professional lab technicians, and helping develop a science community in and around Gloucester.

Reporting to the Chief Operating Officer and part of the senior management team, the successful candidate will be a hands-on and participative manager supporting the following areas: finance, accounting, budgeting, human resources, and other administrative areas. The Director of Finance and Administration will play a critical role as GMGI continues to enhance its quality programming and build capacity. This is a tremendous opportunity for a finance and operations leader to maximize and strengthen the internal capacity of a rapidly-growing, high-impact organization.

Responsibilities

Financial Management

- Update, implement, and ensure effective internal controls and procedures.
- Provide accurate and timely monthly financial reports and analysis for the internal management team and Board of Directors.
- Manage the staff accountant, including cash receipts, disbursements, payroll, monthly closings, and other general accounting functions.
- Manage and implement yearly and ongoing budgeting process in conjunction with the COO, including monthly review and monitoring. Provide finance support for new program development activities.
- Manage organizational cash flow and forecasting.
- Ensure a clean annual audit process and tax return preparation.
- Ensure ongoing compliance with Gloucester Biotechnology Academy's annual financial reporting requirements for state licensing
- Continue to enhance systems and procedures for invoicing and collecting education program tuition
- Implement a research grant contract management and financial management system, ensuring adequate external reporting to granting agencies and effective internal reporting and cost management. Ensure that the contract billing is properly documented.
- Effectively communicate and present the critical financial matters to the board of directors.

Human Resources, Technology and Administration

- Further develop GMGI's human resources and administration
- Oversee benefits administration and help develop best practices benefits program
- Oversee and ensure maximum efficiency of GMGI's risk management and insurance programs.
- Oversee organization's IT needs, including liaison to organization's IT vendor.
- Oversee administrative functions as well as facilities to ensure efficient and consistent operations as the organization scales.

Qualifications

- Minimum of a B.A. in accounting or business, ideally with an MBA/CPA or related degree
- At least 7-10 years of overall professional experience; ideally 6+ years of broad financial and operations management experience in a non-profit setting
- Proven expertise in non-profit accounting and budgeting.
- Strong analytical skills.
- Strong leadership and managerial skills with a demonstrated ability to communicate in a positive way and effectively motivate staff.
- Highly self-motivated, with strong organization skills.
- Ability to design, create, and implement operational systems, policies, and procedures.
- Team player with positive attitude; sense of humor is a plus.
- Technology savvy with knowledge of accounting and reporting software.